



01- C -1981

CITY OF ATLANTA

BILL CAMPBELL  
MAYOR

55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30335-0300

(404) 330-6100

November 19, 2001

President Robert Pitts &  
Members of Atlanta City Council  
55 Trinity Avenue, SW  
Atlanta, Georgia 30335

**Re: Appointment to the In Rem Review Board**

Dear President Pitts and Members of Council:

It is a pleasure for me to appoint **Ms. Kimberly Hutchens** to serve as a member of the **In Rem Review Board** in the **General Business Administration** category. This appointment is for a term of three (3) years, scheduled to begin on the date of Council confirmation.

I am certain that Ms. Hutchens will serve the City of Atlanta with distinction.

I respectfully urge confirmation of this appointment.

Sincerely,

Bill Campbell

Enclosures

**KIMBERLY HUTCHENS****55 Maple Street, NW #511 Atlanta, GA 30314 Phone: 678-618-4966****email: klhutchens@aol.com**

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**SUMMARY OF QUALIFICATIONS**

*Over eight years of marketing and public relations experience with businesses in the entertainment, profit and non-profit sectors.*

**EDUCATION****MBA, Marketing - Clark Atlanta University****BBA, Finance, Marketing, Real Estate - University of Cincinnati****SELECTED EXPERIENCE**

**1998-Present**                      **Account Manager**  
*Radio One of Atlanta, Inc.*

**RESPONSIBILITIES**

- Developing new business for urban stations in Radio One of Atlanta, Inc. for Praise 97.5 WEGH-FM, Hot 107.9-WHTA-FM and Smooth Jazz 107.5 WJZZ-FM.
- Managing and Coordinating radio media projects for a variety of accounts including: Chisolm Mingo, CRN International, and others.

**1996-1997**                      **Project Coordinator**  
*Jones Worley Design*

**RESPONSIBILITIES**

- Managed business administration functions of print graphics projects including budgets, designer and vendor specifications, and client management.

**1994-1996**                      **Sports Information Director**  
*Atlanta Metropolitan College*

**RESPONSIBILITIES**

- Created proposal for the Sports Information Director function for the new athletic department.
- Developed exposure opportunities including: USA Today, Sports Illustrated for Kids.

**1997**                              **Associate Professor**  
*Morris Brown College - Continuing Education*

**RESPONSIBILITIES**

- Taught Continuing Education Course in Marketing Management.

**1993-Present**                      **Marketing/Public Relations Consultant**  
*n-Ovative Communications*

**RESPONSIBILITIES**

- Media Consulting including creating press releases, coordinating media campaigns(print, radio, tv), interviews, etc. Clients included: VonCreations, Salem Baptist Church, GCBW, etc.
  - Creative Direction for design of marketing materials, advertising campaigns. Clients included: Harlan Brandon Footwear, Justin's, Elektra Records, etc.
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**MEMBER**

Board Member, Georgia Coalition of Black Women  
Delta Sigma Theta Sorority

**REFERENCES**

Upon Request

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01-0-1981

(Do Not Write Above This Line)

A COMMUNICATION BY MAYOR BILL CAMPBELL

A COMMUNICATION TO APPOINT MS. KIMBERLY HUTCHENS TO SERVE AS A MEMBER OF THE IN REM REVIEW BOARD IN THE GENERAL BUSINESS ADMINISTRATION CATEGORY. THIS APPOINTMENT IS FOR A TERM OF THREE (3) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.

- ☐ CONSENT REFER  
☐ REGULAR REPORT REFER  
☐ ADVERTISE & REFER  
☐ 1st ADOPT 2nd READ & REFER  
☐ PERSONAL PAPER REFER

Date Referred

Referred To:

Date Referred

Referred To:

Date Referred

Referred To:

11/19/01

CD/HXR & Con

First Reading

Committee \_\_\_\_\_  
Date \_\_\_\_\_  
Chair \_\_\_\_\_  
Referred to \_\_\_\_\_

Committee

Date

Chair

Action:

Fav, Adv, Hold (see rev. side)

Other:

Members

Refer To

Committee

Date

Chair

Action:

Fav, Adv, Hold (see rev. side)

Other:

Members

Refer To

Committee

Date

Chair

Action:

Fav, Adv, Hold (see rev. side)

Other:

Members

Refer To

Committee

Date

Chair

Action:

Fav, Adv, Hold (see rev. side)

Other:

Members

Refer To

FINAL COUNCIL ACTION

☐ 2nd ☐ 1st & 2nd ☐ 3rd  
Readings  
☐ Consent ☐ V Vote ☐ RC Vote

CERTIFIED

MAYOR'S ACTION